



Welcome to the Broward Provider Web Portal

The Broward Provider Portal is the online tool by which childcare providers will submit their application for a School Readiness and/or Voluntary Prekindergarten agreement. The information for each provider is secure and viewable only by entering a User ID and password.

The Broward Provider Portal is managed by the Early Learning Coalition of Broward County. Please contact the appropriate Coalition System Specialist for questions and assistance.

***See provider portal front page for document list of Coalition System Specialists*



BROWARD PROVIDER PORTAL USER MANUAL

Created: March 24, 2015

Funded by:



The A. D. Henderson Foundation, Inc.

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1.0 INTRODUCTION

This user guide provides information about the features and use of the screens on the Broward Child Care Provider Portal, referred to as the Provider Portal. At this time, the manual focuses on the Agreements function of the Portal.

1.1 About This Guide

Purpose

This user guide provides a basic description of the use and features of screens used in the Portal.

Use of this Guide

This user guide provides step-by-step instructions for site navigation. It provides detailed screen information and instructions for accessing and completing screens needed to submit a childcare agreement application.

Graphics

The graphic illustrations in this guide are screen captures that show all the provider portal screens required to submit a childcare agreement application. The entries seen in the illustrations in this guide do not contain actual provider data.

1.2 About the Broward Child Care Provider Portal

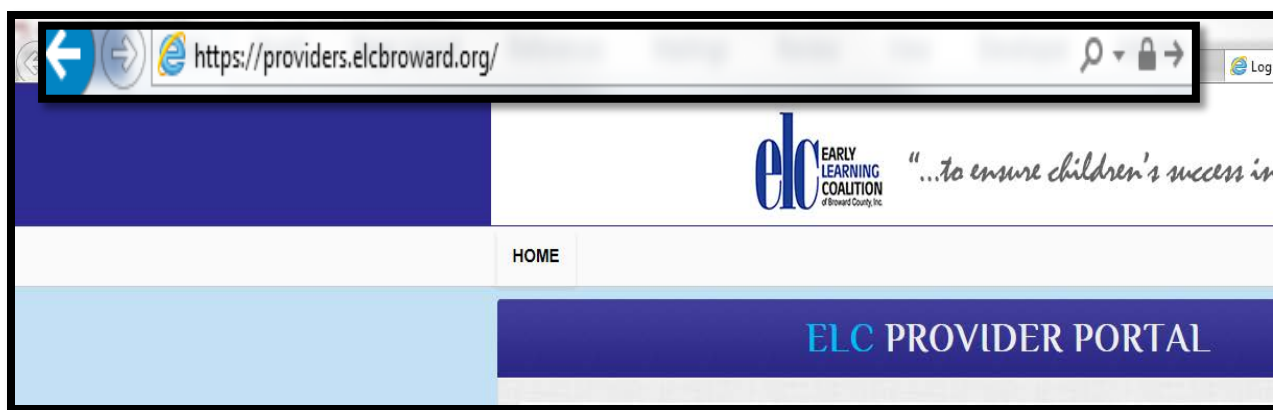
The Provider Portal is an online web based application designed for providers to create and submit their childcare agreement application(s), CCR&R Update Forms, Attendance, and ASQ summary results online. It also allows the provider to upload documents required to support these functions. All the screens on the Provider Portal use drop-down menus and point-and-click techniques to provide an easy-to-use method for providers.

2.0 PORTAL BASIC INFORMATION

2.1 Accessing the Provider Portal

The provider must have access to the internet in order to use the Provider Portal. Once connected to the internet, please follow the steps below:

1. Open your internet or web browser (i.e., Internet Explorer, Google Chrome, Firefox, etc.).
 - Internet Explorer 9,10,11
 - Chrome 42 or higher (this is the recommended browser for mobile and tablets)
 - Mozilla Firefox 22 or higher
 - Safari 6,7,8 or higher on a Mac
 - Opera 1.2 or higher
2. Type the site's Provider Portal web address into the URL bar at the top of the screen: providers.elcbroward.org



2. Press the Enter key. The website opens at the Login Screen.

2.2 Creating an Account

When accessing the portal for the first time, a User Name and Password must be created. The following are step by step instructions for creating a new account.

CREATE ACCOUNT

Username (email)

Re-enter Username

Free email address are available through [Yahoo](#) or [Google](#)

Password

Re-enter Password

The following information will be used to verify your Provider status.

Provider Id

Provider Extension

1. Open the portal login screen.



2. On the right side of the screen find "Create Account."

3. Enter User Name (email address).

4. Re-enter your User Name.

5. Create a password. Passwords are required to be at least 7 characters in length. They must contain characters from 3 of the following 4 categories:

- Upper case letters,
- Lower-case letters,
- Numbers 0-9, and
- Non-alphanumeric characters such as \$, #, *.

**Remember passwords are case sensitive*

6. Re-enter your password.

7. Enter your provider ID.
This is either your EIN (Employer Identification Number) or SSN (Social Security Number), which can both be found on your W-9 form.

8. Enter your provider extension.
This information can be found on your attendance sheets. If you do not know this information, please contact your Coalition System Specialist.

provider extension

NAME	CHILD ID	PARENT FEE	AGE LEVEL	UNIT OF CARE	T	W	T	F	S	M	T	W	T	F	S
XXX-XX-XX	0.73	SCH	FT		X	X	X	X	X	X	X	X	X	X	X

Provider Portal User Guide

Attestation: The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.

Name of the Child Care Business

Title

Select one... 

First Name

Last Name

Phone Number

Email address to be used for communications by the Coalition

Enter a Security Question and Answer to be used in case of password reset.

Security Question (Create your own)

Security Question Answer

Do not register again if you have previously used the site. Use the reset password link in the Login panel if you need to reset your password!

CREATE ACCOUNT

9. Below the provider extension you will see an attestation which states: The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.

10. Enter the Name of the Child Care Business.

11. Select a title.
Please note: Only an Owner, Director, or Authorized Representative of the childcare site can create a Login Account.

12. Enter your first name.

13. Enter your last name.

14. Enter your phone number.

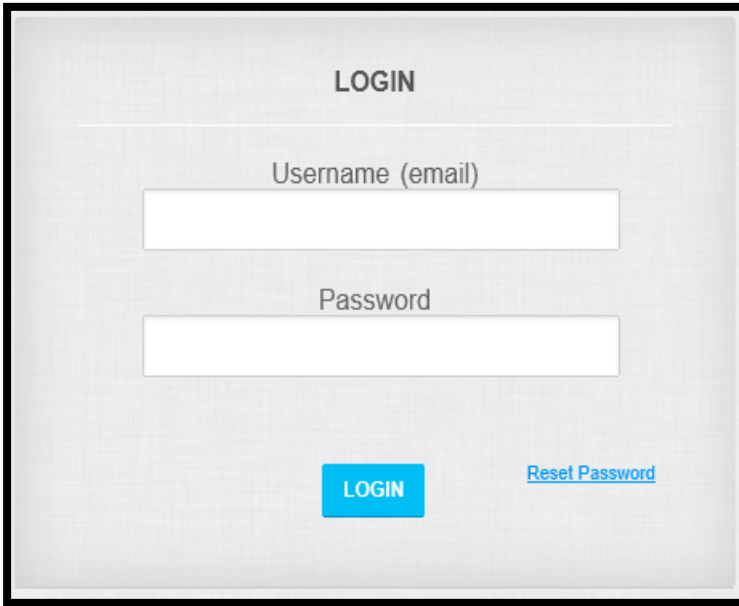
15. Enter your e-mail address to be used by the Coalition for ALL future communications.

16. Enter a security question.
You can use any question. It is recommended you use a question that ONLY you will be able to answer.

17. Enter the answer for your security question.

18. Select the blue "Create Account" button.
**Review all the information for accuracy*
**User accounts can only be created one time*

2.3 Logging in



1. Open the portal login screen



2. On the left side of the screen find "Login"

3. Enter User Name (email address)

4. Enter your password

**Remember passwords are case sensitive*

5. Select the blue "Login" button.

For security reasons, if an incorrect password is entered too many times in a row, the portal will be locked up. If this occurs, contact your Coalition System Specialist.

- Click on the reset password link to create a new password.

2.4 Resetting your Password



Select the reset password link on the bottom right hand side of the login window

A screenshot of a web form titled 'RESET ACCOUNT PASSWORD' with a close button 'X' in the top right corner. The form contains several input fields and instructions. It starts with a 'Username (email)' field. Below it is a note: 'Please provide the following information to verify a Provider site assigned to your account.' This is followed by 'Provider Id' and 'Provider Extension' fields. Another note says: 'Please provide a new password and retype to verify.' This is followed by 'New Password' and 'Re-enter New Password' fields. At the bottom is a blue button labeled 'RESET PASSWORD'.

1. Enter User Name (email address).

2. Enter your provider ID.
This is either your EIN (Employer Identification Number) or SSN (Social Security Number), which can both be found on your W-9 form.

3. Enter your provider extension.
This information can be found on the attendance sheets. If you do not know this information, please contact the Coalition System Specialist.

4. Create a password. Passwords are required to be at least 7 characters in length. They must contain characters from 3 of the following 4 categories:

- Upper case letters,
- Lower-case letters,
- Numbers 0-9, and
- Non-alphanumeric characters such as \$, #, *.

**Remember passwords are case sensitive*

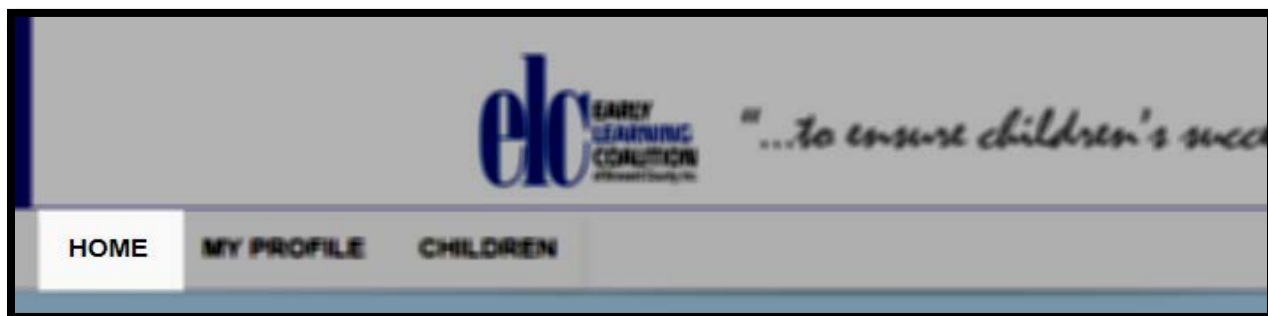
5. Re-enter your password.

6. Select the blue "Reset Password" button.
**Review all the information for accuracy*
**User accounts can only be created one time*

3.0 Agreement Applications

3.1 The Home Screen

The Home Screen can be accessed at any time by clicking the “Home” button at the top of your screen.



➤ Select Agreement Type Window

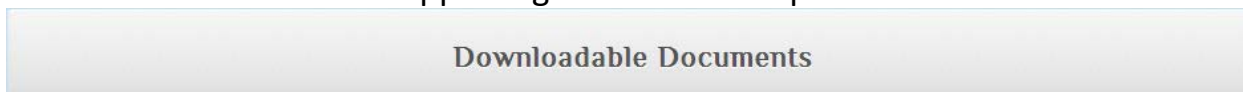
In this window you will see an icon for each type of application

- School Readiness
- Voluntary Pre-Kindergarten



➤ Downloadable Documents Window

This window contains supporting documents for providers.



➤ Helpful Information Links Window

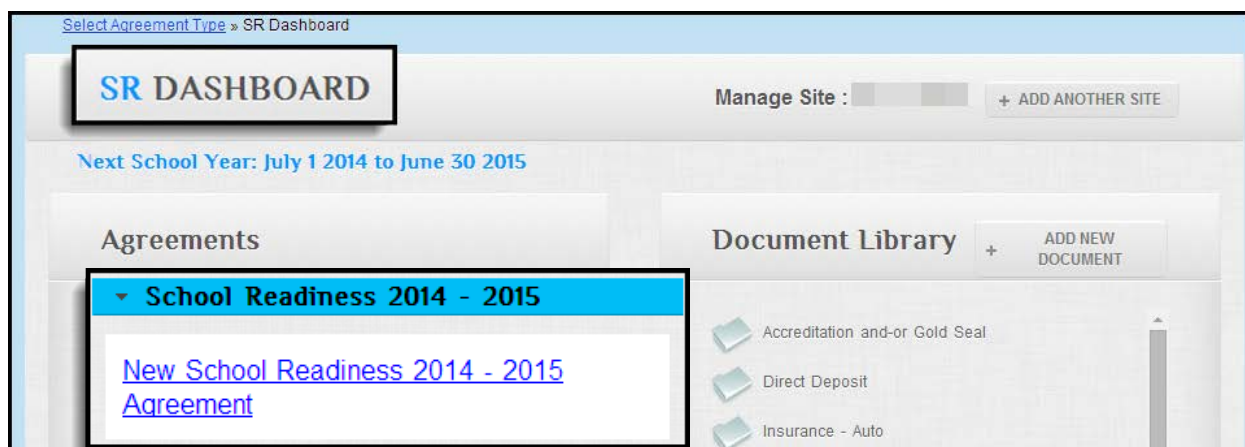
This window has links to other web pages that are useful to providers.

Helpful Information Links

3.2 New School Readiness Agreement

At the Home Screen, select the “School Readiness” icon. This example will be for a School Readiness agreement application. *The following screen shots are for illustration purposes and do not reflect the actual revised screens in the Broward portal.*

1. After selecting the School Readiness icon, the School Readiness dashboard will appear.
2. Select “New School Readiness 2014-2015 Agreement” or “New School Readiness 2015-2016 Agreement.”



3. A window will appear and ask for verification that the correct agreement was selected.
4. Select “Yes.”



5. The Agreement Details screen will then appear.
6. The Agreement Status will say "Creating."
7. Under Form, select "School Readiness 2014-2015."

AGREEMENT DETAILS

► Unread: 0 / Read: 0 Messages

Forms **School Readiness 2014 - 2015**

Agreement Status : Creating

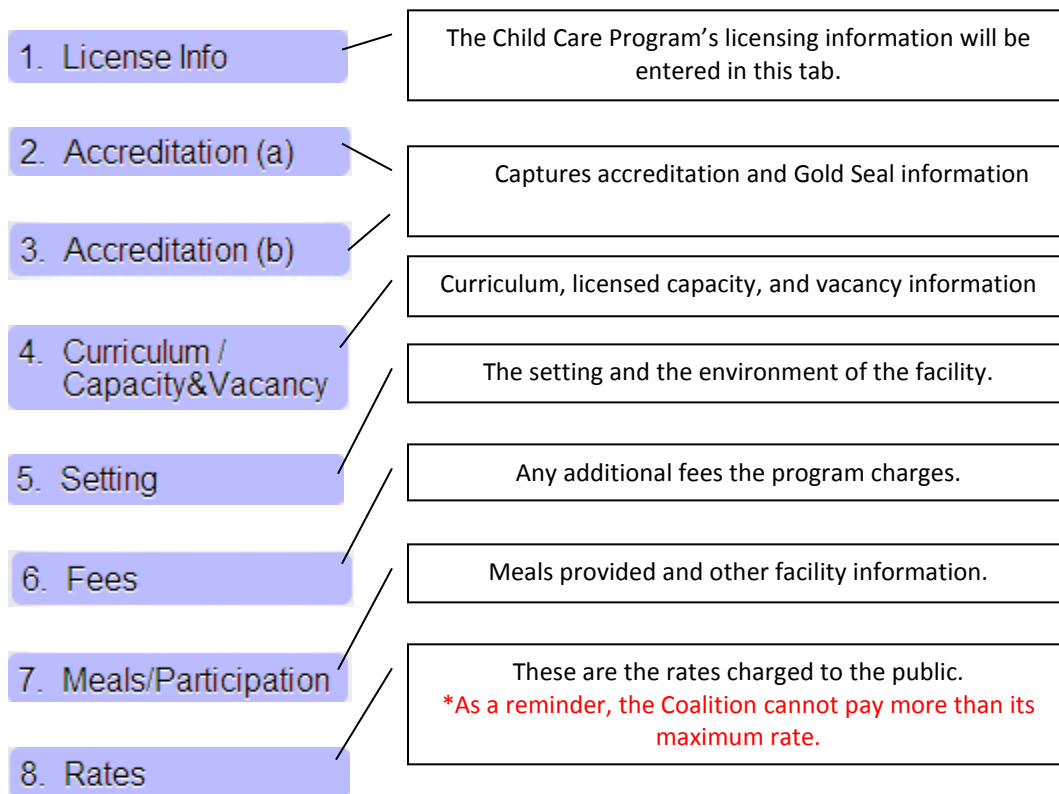
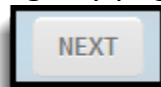
SUBMIT AGREEMENT

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
School Readiness 2014-2015	No	4/24/2014 4:41:01 PM

8. The first page in the application will then appear.

9. Fill out the agreement page by page. To move onto the next tab, click “Next” at the top of the screen.



Provider Portal User Guide

9. Days/Schedule	Information about the program's operating hours and schedule.
10. Services/Staff	Is for extra services provided and staff education levels.
11. Additional	Additional information including financial assistance and transportation.
12. Holidays	This tab has room for up to 12 reimbursed holidays. Non-reimbursable closures shall also be entered here. <i>* It is critical to review the desired selections before submission.</i>
13. Insurance	Insurance information: general liability, which is required Auto and worker's compensation, if applicable
14. Signature	

Prior to entering the electronic signature, please review the printable form for accuracy and make any necessary adjustments. Then, review the contract terms and conditions. After reading the "electronic signature statement," click the acknowledgement box. In the Signature of Authorized Representative field, please enter your first and last name. Enter your title and then the date.

[View Printable Form](#)
[View Contract Terms and Conditions](#)

When you enter your name and click the acknowledge electronic signature check box this contract will be electronically signed as per Florida statute 668.004, Force and effect of electronic signature. Unless otherwise provided by law, an electronic signature may be used to sign a writing and shall have the same force and effect as a written signature.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. As the responsible agent/person for the agency listed herein, I agree to the terms and conditions as listed in the link above.

☒ Acknowledged by electronic signature

Signature of Authorized Representative:

Title:

Date:

10. Scroll to the top of the screen and select Save and Close.

Agreement status: Creating

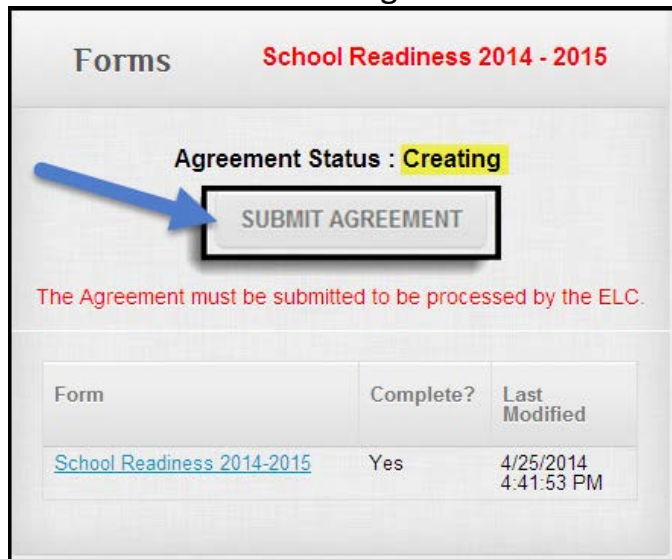
PREVIOUS

SAVE AND CLOSE

11. The Agreement Detail Screen will appear.

12. The Agreement Status still says “Creating,” along with a gray button titled “Submit Agreement.”

13. Select the “Submit Agreement” button.



Forms **School Readiness 2014 - 2015**

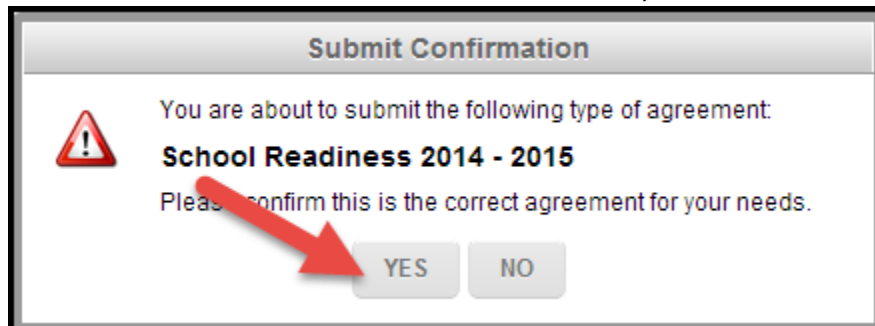
Agreement Status : **Creating**

SUBMIT AGREEMENT


The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
School Readiness 2014-2015	Yes	4/25/2014 4:41:53 PM

14. In the “Submit Confirmation” window, select “Yes.”

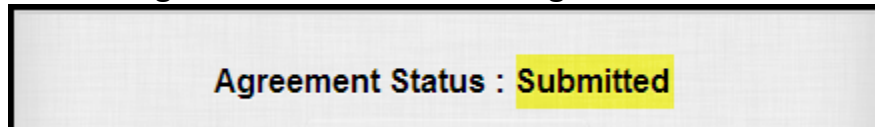


Submit Confirmation

 You are about to submit the following type of agreement:
School Readiness 2014 - 2015
Please confirm this is the correct agreement for your needs.

YES **NO**

15. The Agreement Status will change to “Submitted.”



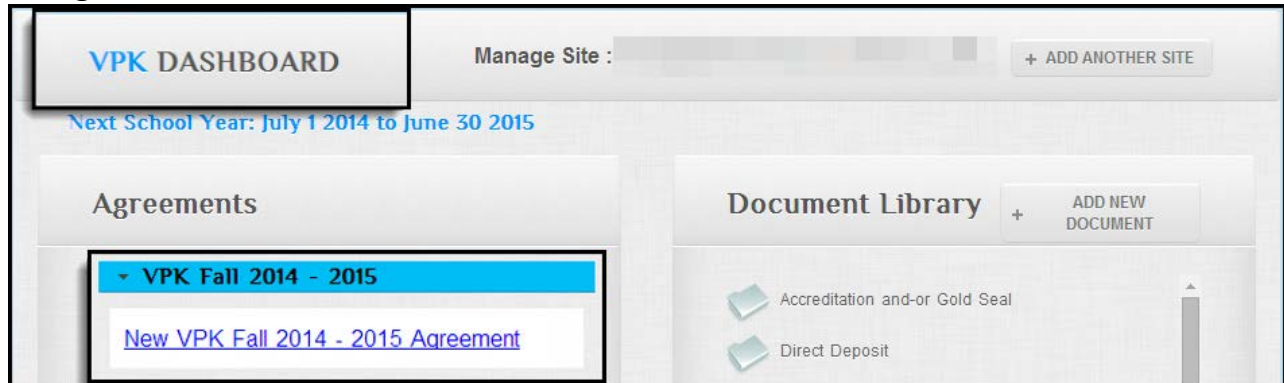
Agreement Status : Submitted

16. Upload all of the supporting documentation into the Document Library (Section 3.4). The Agreement cannot be fully executed without these items.

***Contracts are not fully executed until the Agreement Status says certified.**

3.3 New Voluntary Pre-Kindergarten Agreement

1. Start on the Home Screen
2. After selecting the VPK icon, the VPK Dashboard will appear.
3. Select “New VPK Fall 2014-2015 Agreement” or “New VPK 2015-2016 Agreement.”



4. A window will appear and ask for verification that the correct agreement was selected. Select “Yes.”



5. The Agreement Details screen will then appear.
6. Scroll down to Agreement Status which should say “Creating.”



7. Under FORMS there are 5 forms. In order to submit the application, all 5 forms must be complete and all applicable supporting documentation shall be uploaded.

AGREEMENT DETAILS

► Unread: 0 / Read: 0 Messages

Forms **VPK Fall 2014 - 2015**

Agreement Status : Creating

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
OEL-VPK 10	No	4/28/2014 11:13:28 AM
OEL-VPK 11A 📎	No	4/28/2014 11:13:28 AM
OEL-VPK 11B 📎	No	4/28/2014 11:13:28 AM
OEL-VPK 20	No	4/28/2014 11:13:28 AM
VPK Guidelines	No	4/28/2014 11:13:28 AM

8. First Click OEL-VPK 10.

[OEL-VPK 10](#)

This will open a fill-able VPK 10 form. The VPK 10 form is for licensing and director requirements.

AGREEMENT FORM OEL-VPK 10

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
STATEWIDE PROVIDER REGISTRATION APPLICATION

Program Year: 2014 - 2015
☒ New Application ☐ No Change
☐ Updated Application & Date:

I. PRIVATE PROVIDER/ PUBLIC SCHOOL INFORMATION Type or print in black or blue ink

1. Provider Name (as on DCF license or accreditation certificate):		
2. Employer Identification Number (EIN)	3. DCF Identification Number or Exemption Number	
4. Address of VPK Site (number and street)		
5. City	6. County Palm Beach	7. Zip Code
8. Daytime Phone Number	9. Fax Number	10. Email Address (VPK site)
11. Mailing Address (if different from VPK Site) <input type="checkbox"/> Same as VPK Site		
12. City	13. State	14. Zip Code
15. Owner or School District Staff	16. Owner Corporate Name (if applicable)	17. Daytime Phone Number

NOTE - See the Privacy Act Statement concerning EINs and Social Security Numbers on page 2 of the instructions accompanying this application.

Before signing the forms please read the electronic signature statement, and then click the “By Electronic Signature” box.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition in writing within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK Program if the changes are implemented before the coalition approves of the changes.

32. Signature of Authorized Representative	<input checked="" type="checkbox"/> By Electronic Signature	33. Date
34. Print Name of Authorized Representative	35. Daytime Phone Number	

OFFICIAL USE ONLY

Process Agent	Date	Process Manager	Date
---------------	------	-----------------	------

9. Upon completion, select the “Save Changes” button.

Close Form Save Changes Download as a PDF

10. If any fields were missed, a window will be displayed asking for the required fields to be completed.

11. The Agreement Details Screen will then appear.

12. Next, click OEL-VPK 11A.

OEL-VPK 11A

The VPK 11A form is for instructor credentials.

AGREEMENT FORM OEL-VPK 11A

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
Voluntary Prekindergarten Education Program
Class Registration Application - Instructors

☒ New Application
☐ Updated Application & Date:
☐ No Change

Provider Name: Program Year: 2014 - 2015 Employer Identification Number:

1.	1. Class ID:	2. Legal Name:	3. Calendar:	4. Type:	5. Credential:	6. Curriculum:	FS	SS	LS	Changed By:
	F						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Before signing the form, please read the electronic signature statement. Then, click the “By Electronic Signature” box.

I certify that:

- Each instructor listed above has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., including a federal (Federal Bureau of Investigation), state (Florida Department of Law Enforcement), and local (county of the instructor's residence) screening which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked;
- Each credentialed instructor listed above has the credentials and emergent literacy training required for the VPK program; and
- To the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

11. Signature of Authorized Representative: By Electronic Signature 12. Date:

13. Print Name of Authorized Representative: 14. Daytime Phone Number:

13. When completed, select the “Save Changes” button.

14. If any fields were missed, a window will be displayed asking for the required fields to be completed.

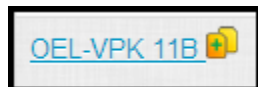
15. The Agreement Details Screen will then appear.

16. If more room is needed on the VPK 11A, click the yellow button next to the OEL-VPK 11A form.



17. This will open a new OEL-VPK 11A form.

18. Next Click OEL-VPK 11B.



The VPK 11B form records all VPK Class Calendars.

AGREEMENT FORM **OEL-VPK 11B**

Close Form Save Changes Download as a PDF Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
Voluntary Prekindergarten Education Program
Class Registration Application - Calendars

☒ New Application
☐ Updated Application & Date:
☐ No Change

Provider Name: Program Year: 2014 - 2015 Employer Identification Number:

Class Calendar (enter letter): Start Date: End Date: Program Type: ☒ School Year (540 hours) ☐ Summer (300 hours)

VPK Days Per Week Times of VPK Instruction

☐ Monday ☐ Tuesday ☐ Wednesday

Before signing the form, please read the electronic signature statement. Then, click the “By Electronic Signature” box.

I certify that to the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

By signing this document, you are certifying the statement immediately above the signature line as true.

Signature of Authorized Representative: ☒ By Electronic Signature Date:

Print Name of Authorized Representative: Daytime Phone Number:

19. When finished, select the “Save Changes” button.
20. If any fields were missed, a window will be displayed asking for the required fields to be completed.
21. The Agreement Details Screen will then appear.
22. If more room is needed on your VPK 11B, click the yellow button next to the OEL-VPK 11B form.



This will open a new OEL-VPK 11B form.

23. Next click OEL-VPK 20.



The VPK 20 form is the State of Florida Voluntary Pre-Kindergarten Education Program Statewide Provider Agreement.

AGREEMENT FORM OEL-VPK 20

Close Form Save Changes Download as a PDF Page 1 of 6

EDIT MODE

STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
STATEWIDE PROVIDER AGREEMENT

I. PARTIES AND TERM OF AGREEMENT

1. **THIS AGREEMENT** is made and entered into this ____ day of ____, 20__, by and between the Early Learning Coalition of Palm Beach County ("COALITION"), and ____ (hereinafter referred to as "PROVIDER"), with its principal offices located at _____. If PROVIDER is a school district executing a single Agreement on behalf of multiple public school VPK providers, a list of the public school VPK providers with which the COALITION enters into this Agreement and their physical addresses are included in Attachment _____. If PROVIDER is the owner of multiple private providers or multiple sites executing a single Agreement on behalf of multiple private VPK providers or multiple VPK sites, a list of the VPK providers or VPK sites and their physical addresses are included in Attachment _____.

2. This Agreement applies to the 2014-2015 Voluntary Prekindergarten Education (VPK) program year. PROVIDER shall offer a 540-hour school-year program and/or a 300-hour summer program. This agreement begins on _____.

Before signing the form, please read the document fully and enter any applicable information into the fields. Then click the "By Electronic Signature" box.

☒ By Electronic Signature

Signature of Authorized Provider Date

Print Name and Title

24. When finished, select the "Save Changes" button.



25. If any fields were missed, a window will be displayed asking for the required fields to be completed.

26. The Agreement Details Screen will then appear.

27. Next, click VPK Guidelines.

[VPK Guidelines](#)

This document outlines the procedures for making changes to the VPK program. Before signing the form, please read the document fully.

28. When finished, select the "Save Changes" button.



29. If any fields were missed, a window will be displayed asking for the required fields to be completed.

30. The Agreement Details Screen will then appear.

31. The Agreement Status is still “Creating,” along with a gray button titled “Submit Agreement.”

32. Select the “Submit Agreement” button.

Forms VPK Fall 2014 - 2015

Agreement Status : **Creating**

SUBMIT AGREEMENT

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
OEL-VPK 10	Yes	4/28/2014 11:55:29 AM
OEL-VPK 11A	Yes	4/28/2014 11:55:57 AM
OEL-VPK 11B	Yes	4/28/2014 11:56:22 AM
OEL-VPK 20	Yes	4/28/2014 11:56:51 AM
VPK Guidelines	Yes	4/28/2014 11:57:01 AM

33. In the submit confirmation window, select “yes.”

Submit Confirmation

You are about to submit the following type of agreement:
VPK Fall 2014 - 2015
Please confirm this is the correct agreement for your needs.

YES NO

34. The Agreement Status will now change to “Submitted.”

Agreement Status : **Submitted**

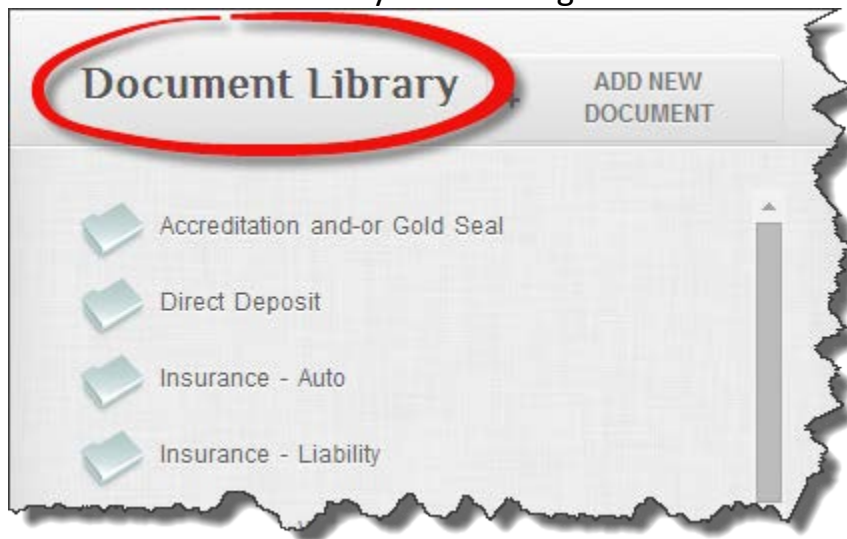
35. Upload all of the supporting documentation into the Document Library (Section 3.4). The Agreement cannot be fully executed without these items.

***Contracts are not fully executed until the Agreement Status says certified.**

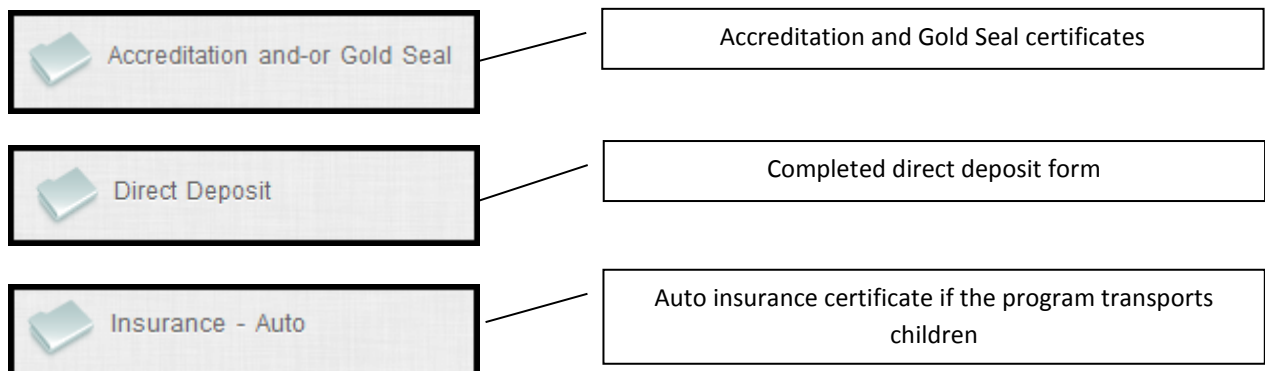
3.4 Uploading Documents

Start on the “Home Screen.” The Document Library can be accessed from any agreement application. Once any document is uploaded to the Document Library, the document will be available for both the School Readiness Agreement Application and the VPK Agreement Application, as applicable.

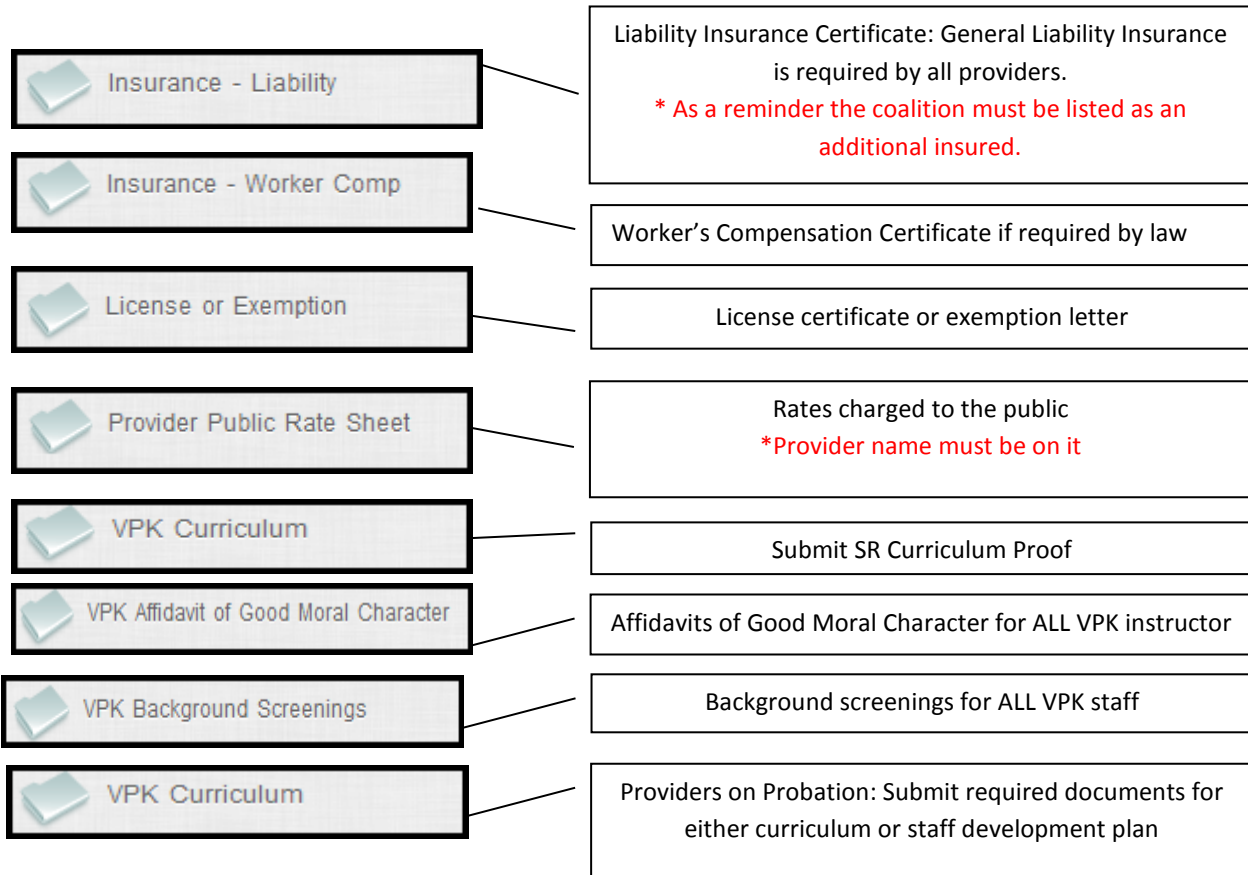
1. First select the agreement type.
2. The Agreement Dashboard will then appear.
3. The Document Library is on the right side of the screen.



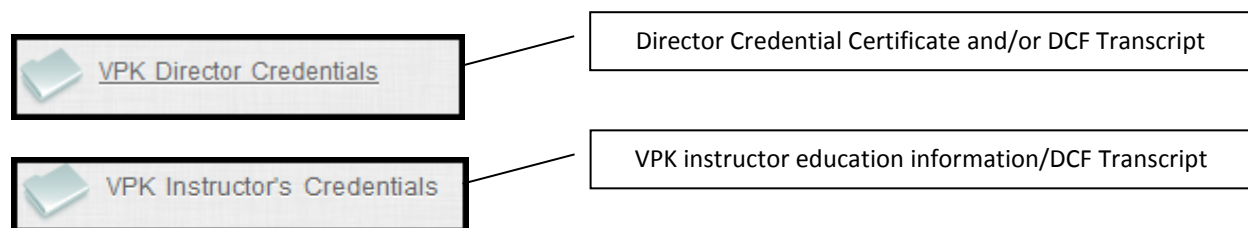
4. Each folder is created to store uploaded documents required by the agreements.



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- VPK Provider on Probation: If the approved curriculum option has been chosen, the curriculum purchased must be one of the complete packages listed on the Office of Early Learning's website. Providers must show proof of purchase and proof that staff has participated in training by the publisher. To do this, upload a receipt and certificate from the training for at least one staff member.
- If the staff development plan option has been chosen, upload transcripts for the VPK Director, Lead, and Assistant instructors which documenting that all of the required staff development trainings have been completed.





Completed W-9 form

5. Select the “Add New Document” button.



6. To find the document on the computer, select “Browse.”

A dialog box titled 'UPLOAD DOCUMENT' with a close button (X). It contains fields for 'Select file:', 'Select Category:', 'Description:', and 'Expiration Date:'. The 'Browse...' button next to the 'Select file:' field is circled in red. At the bottom are 'CANCEL' and 'UPLOAD DOCUMENT' buttons.

7. Select the desired file, and click the “open” button at the bottom of the search window.
8. Select the folder where the document will be stored by using the “Select Category” drop down menu.

A dropdown menu for 'Select Category:' showing a list of categories: 'Select one...', 'Accreditation and-or Gold Seal', 'Direct Deposit', 'Insurance - Auto', 'Insurance - Liability', 'Insurance - Worker Comp', 'License or Exemption', 'Miscellaneous', and 'Provider Public Rate Sheet'.

9. Please enter a document description and expiration date, if applicable.
10. To finish, select the “Upload Document” button.

A button labeled 'UPLOAD DOCUMENT' next to a 'CANCEL' button.

11. Please note that the folder icon to which the document was uploaded is now black. This means there is at least one document in the folder.

12. To view the uploaded document, click on the name of the folder.

13. All documents uploaded in that folder will be listed.

3.5 Accessing an Agreement in “Creating” mode or “Submitted” mode

1. From the “Home Screen” click the desired agreement icon (SR or VPK).
2. The status of the agreement will be displayed.
3. If an agreement is in “Creating,” “Submitted,” or “Rejected” mode changes can be made. * Documents can always be uploaded into the Document Library.
4. Click “View the Agreement Details.”



5. For the School Readiness Agreement, click the blue link at the bottom of the screen. For the Voluntary Pre-Kindergarten Agreement, click on the form to be reviewed or edited.

3.6 Agreement Status Definitions

- **Creating**: Provider is in the process of completing an initial application.
- **Submitted**: Provider has submitted the agreement to the Coalition for review.
- **Reviewing**: Coalition is reviewing the agreement; provider can no longer make changes.
- **Reviewed**: Coalition’s review found no errors or missing information on its initial review and the application is sent for certification.
- **Rejected**: Coalition’s review found errors or missing information and sent the application back to the provider for editing.
- **Certified**: Agreement has been certified and executed by the Coalition.
- Documents can be uploaded into the Document Library regardless of the status of the agreement, even after the agreement has been certified.

3.7 Flow Chart

1. Provider creates an agreement.
2. Provider submits agreement.
3. Coalition reviews agreement (provider can no longer make changes).
4. Coalition accepts the application for certification or rejects the agreement, sending it back to the provider.
 - a. If completed, the application will be certified.
 - b. If rejected, the provider makes changes and re-submits.
5. Only when the agreement is certified can providers be reimburse for the children in care.

- ---- SEE CHART BELOW - - - -

